

U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau, Regional Census Center, Denver, Colorado
<http://www.census.gov/roden/www/employ.html>
Recruiting Bulletin

ISSUE DATE: October 28, 2009
CLOSING DATE: November 6, 2009

Bulletin No. 3199-09-144(E)

POSITION TITLE: REGIONAL TECHNICIAN / GG-0301-11/12

DUTY LOCATION: Nevada

DUTY STATION: Positions are assigned at the Denver Regional Census Center with a duty location within Nevada.

SALARY: GG-11: \$56,411 GG-12: \$67,613

PROMOTION POTENTIAL: GG-12

AREA OF CONSIDERATION: All qualified U.S. Citizens.

NUMBER OF VACANCIES: One

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A time-limited appointment not to exceed 9/25/2010.

WORK SCHEDULE: This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

Payment of relocation expenses IS NOT authorized.

DUTIES: The primary purpose of this position is to provide technical assistance to the assigned Regional Census Center for the 2010 Census. Working under specific direction from the Regional Census Center, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, group quarters, office and evaluation operations, automation activities, postal liaison activities, map/geography problems and publicity for the managers of the LCO to which incumbent is assigned in order to assure timely, orderly, and efficient conduct the 2010 Census. The incumbent serves as a regional staff representative between assigned Local Census Offices (LCO) and Regional Census Center or as a technical/procedural specialist in a variety of areas. He/she must be able to perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the Regional Census Center and/or the LCO.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants MUST submit a separate, individual statement addressing each of the following:**

1. Demonstrated experience in providing technical and administrative support or monitoring a large-scale field survey or data collection operations.

2. Experience which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation, recruiting, personnel, payroll, or staffing activities.
3. Experience in analyzing cost and progress reports for a field or office operation.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

- You must be 18 or older to be hired, and be a U.S. citizen
- You may qualify for a position based on your education, experience, or a combination of both.
- If qualifying based on education, you **MUST** submit a copy of your college transcripts.
- The selectee will be required to supply original transcripts.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

GG-0301-11:

EXPERIENCE: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel, payroll; recruitment, testing; equal employment opportunity; finance; accounting; procurement; space and/or leasing; or contracting; **AND**

(2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles, **OR**

EDUCATION: Three full years of graduate education or the Ph.D., directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as personnel, payroll; recruitment, testing; equal employment opportunity; finance; accounting; procurement; space and/or leasing; or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles. -

GG-0301-12:

EXPERIENCE: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to develop administrative support procedural guidance or conduct efficiency and effectiveness studies regarding administrative operations for two of the following areas: personnel, payroll; recruitment, testing; equal employment opportunity; finance; accounting; procurement; space and/or leasing; or contracting; **AND**

(2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles,

EDUCATION: No substitution of education for experience is permitted.

HOW TO APPLY:

Mail the following to the address indicated. Application materials must be received by the closing date.

1. Your resume' or OF-612* (see Appendix A for required information). You must submit one application packet for each grade level and location for which you are applying. If you submit only one application, you will be considered only for the lowest grade level.
2. Your statement addressing the 3 evaluation criteria
3. Your OF-306*, Declaration for Federal Employment
4. Your other supporting documents such as DD-214, SF-15 (for veteran's preference), or college transcripts

* Forms available at <http://www.census.gov/roden/www/2010employ.html>

**U.S. Census Bureau
Denver Regional Census Center (RCC)
6950 W. Jefferson Ave., Suite 250
Lakewood, CO 80235-2032
ATTN: Dulcy Hernandez, Human Resources Specialist**

Applications must be received by the closing date. Applications received after the closing date will not be considered. Applications will not be accepted by e-mail or fax.

Use of Government agency envelopes to file a job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or sent from a Government FAX machine will not be accepted.

Questions on this bulletin may be directed to Dulcy Hernandez, HR Specialist: (720) 533-4120.

Individuals with a disability may request reasonable accommodations by calling (720) 533-4120.

Appendix A

REQUIRED INFORMATION ON OF-612 OR RESUMÉ:

The following information must be reflected in your application/resume'. It is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- An e-mail address is optional.
- Social Security number
- Country of citizenship (this Federal job requires U.S. citizenship).
- Highest Federal civilian grade held (if applicable)
- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g. other languages, typing speed, computer software/hardware, tools, etc.) certificates/licenses (current), and honors, awards, and special accomplishments (e.g. publications, memberships in professional societies, etc.).

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be terminated after you begin work; or you may be fined and jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.